

Subcontractor Portal – Instructions for vendors

How to view shop paper



Important: The work order shop paper is only viewable at Work Order Header level, not at Operation level.

Step	Instruction	Screen																											
1.	<p>Open Google Chrome and go to www.connect.broadspectrum.com, enter your username and password, then click 'Login'.</p>																												
2.	<p>You can view the work order shop paper from any of the Work Orders dashboard files.</p> <p>In this example, click the 'Accept or Reject' file.</p>																												
3.	<p>Click on a work order.</p>	<table border="1"> <thead> <tr> <th>Work Order</th> <th>Operation</th> <th>Operation Status</th> <th>Operation Description</th> <th>Customer Priority</th> <th>Customer Work Category</th> <th>Address</th> <th>Actual Onsite Date</th> <th>Actual Onsite Time</th> </tr> </thead> <tbody> <tr> <td>114642191</td> <td>0010</td> <td>Dispatched</td> <td>EU05.001=PLUMBING-GAS HOTWATER SYSTEM</td> <td>Routine</td> <td>Requested</td> <td>Pila Street, RAAF BASE EDINBURGH EDINBURGH 5111 SA AU</td> <td></td> <td></td> </tr> <tr> <td>114642540</td> <td>0010</td> <td>Dispatched</td> <td>EU03.006.001=FIRE-EXTINGUISHERS PRINKLER</td> <td>Routine</td> <td>Requested</td> <td>MARINER ROAD, RAAF BASE EDINBURGH EDINBURGH 5111 SA AU</td> <td></td> <td></td> </tr> </tbody> </table>	Work Order	Operation	Operation Status	Operation Description	Customer Priority	Customer Work Category	Address	Actual Onsite Date	Actual Onsite Time	114642191	0010	Dispatched	EU05.001=PLUMBING-GAS HOTWATER SYSTEM	Routine	Requested	Pila Street, RAAF BASE EDINBURGH EDINBURGH 5111 SA AU			114642540	0010	Dispatched	EU03.006.001=FIRE-EXTINGUISHERS PRINKLER	Routine	Requested	MARINER ROAD, RAAF BASE EDINBURGH EDINBURGH 5111 SA AU		
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4. You should now see the Work Order Header screen (Figure 1). Click 'Attachment'.

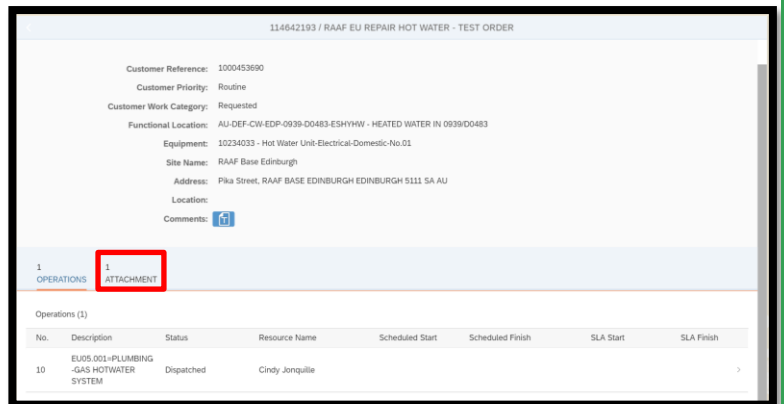



Figure 1: Work Order Header screen

Tip: If you see the Operation detail screen (Figure 2), click on the back arrow  to return to the Work Order Header screen.

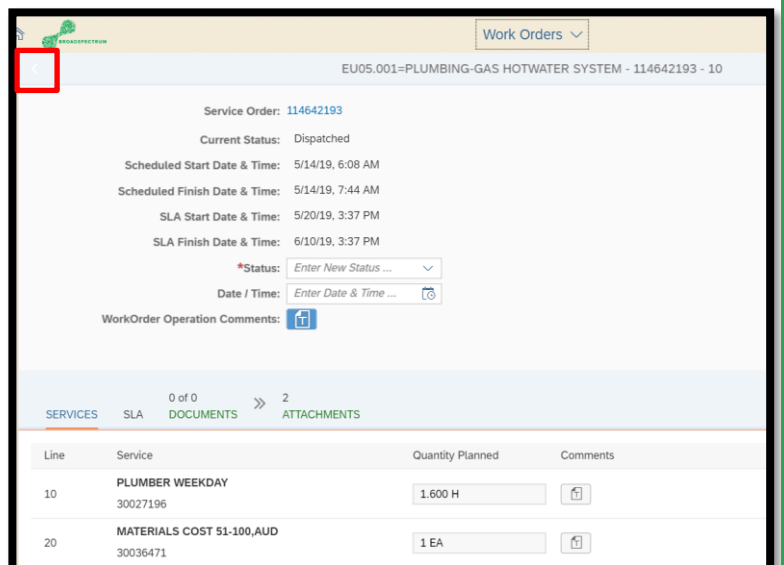


Figure 2: Work Order Operation Screen

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5. Click on the PDF shop paper document. This downloads it for viewing.

A screenshot of a web application interface for a work order system. The title bar at the top reads "114642193 / RAAF EU REPAIR HOT WATER - TEST ORDER". Below this, a list of metadata is displayed: Customer Reference: 1000453690, Customer Priority: Routine, Customer Work Category: Requested, Functional Location: AU-DEF-CW-EDP-0939-00483-ESHYMW - HEATED WATER IN 0939/D0483, Equipment: 10234033 - Hot Water Unit-Electrical-Domestic-No.01, Site Name: RAAF Base Edinburgh, Address: Pika Street, RAAF BASE EDINBURGH EDINBURGH 5111 SA AU, Location: (with a location pin icon), and Comments: (with a comment icon). Below the metadata, there are two tabs: "OPERATIONS" (with a count of 1) and "ATTACHMENT" (with a count of 1). Under the "ATTACHMENT" tab, there is a section titled "Attachments (1)" with a plus sign on the right. A single attachment is listed: a PDF icon followed by the text "Shop Paper: WO 000114642193 v1.pdf" and "5/13/19, 10:00 AM by Workflow System". This entire attachment entry is enclosed in a red rectangular box.